

## *Vacancy Details*

**Personnel Notice:**

2-16

**Date Announced:**

1/8/2016

**Closing Date:**

2/5/2016

**Command:**

CMC

**Grade:**

GS-14

**Type:**

Counsel, Marine Corps Air Station Yuma

There is an anticipated opportunity for an attorney to serve in the position of Counsel, Marine Corps Air Station (MCAS) Yuma, Arizona. The Office of Counsel, MCAS Yuma, is a field office of the Western Area Counsel Office (WACO) under the Office of Counsel for the Commandant, U.S. Marine Corps, Washington, D.C. and the Office of the General Counsel for the Department of the Navy (OGC). The Office of Counsel for the Commandant is part of the Navy OGC and provides legal advice to the Commandant of the Marine Corps and other senior Marine Corps leadership. The Office of Counsel, MCAS Yuma, provides legal support to the Commander, Marine Corps Installations West-Marine Corps Base Camp Pendleton (MCIWEST-MCB CAMPEN), and, in particular, the Commanding Officer, MCAS Yuma. Counsel, MCAS Yuma, will be filled at the GS-14 grade. Along with providing advice and representing Marine Corps interests in the most complex individual cases and matters, the incumbent supervises one Marine Corps Judge Advocate.

The Office of Counsel, MCAS Yuma, is responsible for the full range of Navy OGC legal services, with special emphasis on environmental and land use law, federal procurement law, civilian personnel law, and ethics. The successful candidate will have significant experience in one or more of these areas, as well as the demonstrated ability to work with senior military clients, and the ability to maintain cooperative relationships with senior staff members in a dynamic organization. The office also provides legal services in other OGC legal services areas of fiscal law, FOIA/Privacy Act, audits and investigations, non-appropriated funds, and other general business law matters. The duties of this position require occasional travel.

To be selected at the GS-14 level, a candidate must have at least three and a half years of relevant legal experience. Applicants will be evaluated on the following factors: 1) length of professional legal experience, a meaningful portion of which will ideally be in environmental and land use law, federal procurement law, civilian personnel law, ethics, and other OGC legal services areas; 2) possess excellent analytical, research, and writing skills; 3) possess excellent oral communication and interpersonal skills; 4) demonstrate an ability to establish relationships and work effectively with senior military and civilian clients, including general officers and members of the Senior Executive Service; and 5) demonstrate an ability to respond quickly, accurately, and creatively in a fast-paced environment with little direct supervision. Familiarity with the Department of the Navy, OGC, and the United States Marine Corps is not required but is desirable. Applicants will be evaluated on the factors set forth

above.

In addition to the legal experience, skills, and ability noted above, the successful applicant must be a U.S. citizen, have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court; and be eligible to obtain and maintain a Secret level security clearance.

Applicants must submit: (1) an OF-612, SF-171, or resume; (2) two legal writing samples (less than 10 pages, each) that demonstrates analytical and written advocacy skills; (3) two most recent performance appraisals, if available; and (4) the names and telephone numbers of at least three references (other than current supervisors) who may be contacted. Attorneys who graduated from law school after 2009 must provide a copy of their law school transcripts including class rank. Current federal government employees should indicate in their application their present GS level or equivalent and salary. Applicants should clearly indicate if they do not want us to contact their current supervisor.

It is recommended that all documents be sent by electronic mail to Mr. Darren Jump, at [darren.jump@usmc.mil](mailto:darren.jump@usmc.mil). In the absence of electronic mail capability, documents may also be mailed via Parcel Service (e.g., FedEx/UPS) or USPS. Send all documents to:

Counsel Western Area  
Attn: Darren Jump  
Box 555231  
Camp Pendleton, CA 92055-5231

This personnel notice will close on at 11:59 PM, EDT on February 5, 2016, and applications must be received before this time to be considered. If you have questions about this announcement, you may contact Counsel, Western Area, Mr. Darren Jump, at [darren.jump@usmc.mil](mailto:darren.jump@usmc.mil) or at 760-725-5610. If the successful applicant is not a current member of OGC, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit [www.opm.gov/veterans](http://www.opm.gov/veterans) and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:

[https://help.usajobs.gov/index.php/Reasonable\\_Accommodation\\_Policy\\_Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

Legal and Regulatory Guidance: [https://help.usajobs.gov/index.php/Legal\\_and\\_Regulatory\\_Guidance](https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

Relocation expenses will be available. If relocation expenses are a requirement, the applicant should state their requirement for this expense in the application package.

Permanent Change of Station (PCS) funding may be available to those eligible.

#### THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

#### VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.